



Cancel an Instructor-Lead Training (ILT) session

1. In the menu bar, open the ILT Admin tab and select Manage Events and Sessions from the dropdown menu.
2. Find the event containing the session using Search All Events. Type keywords into the **Event Name** field. Select **Search**.



3. Select the **View Session** icon  under **Options** for the event.
4. Find the session to be cancelled. Select the **Cancel Session** icon  in the **Options** column.
5. A **Cancel Session** screen will open.
6. In the **Session Cancellation Options** section, select the **Please Select a Reason** drop-down menu button.
 - If Other is chosen, type the reason in the **Additional Comments**: textbox:

7. Select the **Submit** button. This session should no longer be visible as an active session.

